



Job Opportunity

State Controller's Office

Position: Senior Management Auditor

Statewide

Location: Division of Audits
300 Capitol Mall, Suite 418, Sacramento, CA 95814

Issue Date: January 25, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, 916-323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/ Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-4161-016

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direction provided by the Supervising Management Auditor, plan, organize and direct staff who perform varied and complex audits of governmental programs at both the state and local level. The incumbent will act as the first line supervisor of a team of auditors, and is responsible for providing supervision and technical guidance to ensure audit production and quality goals are attained. Specific duties include, but will not be limited to the following.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Evaluate workload and assign resources to accomplish audit objectives
- Assign audits and allocate time for each assignment.
- Provide guidance and direction and participate in the audit planning process and field supervision and on-the-job training to staff members.
- Determine if audit production goals are being met, and make or recommend changes to Bureau Chief.
- Review audit reports and work papers for accuracy and support, conformance to standards.
- Evaluate staff members work performance and prepare evaluation reports.
- Provide consultative services to staff members regarding the most complex audit and/or compliance issues.
- Identify types of training needs for each staff member.
- Ensure that staff members receive identified training needs.
- Initiate changes as a result of legislation, rules, federal laws etc. to the audit programs.
- Evaluate and determine the resources required to meet the State Controller's constitutional audit obligations.
- Prepare the annual workload budget.
- Perform other special projects as required.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.

